

Policy Title: Clinical Student Work Hours	
Accountable Dean or Director: Senior Associate Dean for Curricular Affairs	
Reviewed By: Clinical Curriculum Subcommittee Curriculum and Policy Subcommittee	Approved By: Executive Oversight Committee
Effective Dates: AY 2022-23	Review Dates: November 2020

RELEVANT LCME STANDARDS:

8.8 Monitoring Student Time

PURPOSE AND SCOPE:

ISMMS is committed to and responsible for promoting patient safety and student well-being and to providing a supportive educational environment. This policy is to clarify the requirements and protection to medical students regarding the hours they are required to work during their clinical and elective rotations. The work hours policy outlines expectations for students' workload in clerkships in order to ensure that students can learn and participate while also attending to their need for rest, study and personal time.

GUIDING PRINCIPLES:

- Student work hours in Years 3 and 4 are defined as all clinical and educational activities which include direct patient care and their attendant administrative duties and scheduled academic activities such as conferences.
- Students' work hours during clinical rotations should enable them to participate and learn while also providing time for rest.
- Accomplishment of the Required Clinical Experiences should be feasible within the designated time frame of the clerkship.
- Didactic and clinical education have priority in the allotment of students' time and energy.
- The student work hour policy should be flexible to address site variation and the difference in roles between students and residents, and to achieve the best possible balance between learning opportunities and student well-being.

POLICY:

I. Work Hours:

- Work hours in Years 3 and 4 related to clinical and educational activities must be limited to 80 hours per week averaged over the clerkship period, inclusive of all in-house call activities.
- Guidelines for calculating work hours during a typical week:
 - Include: all clinical and educational activities a student is physically present in the hospital or clinic—direct patient care (e.g., rounding, seeing patients) and their attendant administrative duties (e.g., completing medical records, ordering and reviewing lab tests); time spent when a student is on overnight in-house call; time in scheduled academic activities such as conferences; and time in required longitudinal experiences.
 - Exclude: time spent commuting, reading, studying, or preparing academically at home or away from the patient care site (e.g., preparing for presentations or conferences, studying for exams); or on hospital premises for activities that are not scheduled as part of your clerkship.
- Students must have a minimum of 8 hours free of duty between scheduled duty hours/shifts.
 - Students are expected to attend to clerkship duties on the day before their Assessment Day. Clerkship duties should end no later than 5:00 pm on that day.
- Students must be provided with a continuous 24 hours off during every seven days of work, free from all clinical and educational responsibilities. In addition, during Year 3, students are given one half day of protected FlexTime for every four weeks of curriculum. During Year 4, students are given one full week of protected FlexTime after Match Week.

II. In-House Call Activities:

- In-house call is defined as those duty hours beyond the normal work shift when students are required to be immediately available in the assigned patient care site.
- If a student is required to be on overnight in-house call, following regular duty hours/shifts, then the student is required to be off duty by 9:00 am the next morning.
- If no overnight in-house call is required on the clerkship, then the extended day ends at 9:00 pm and the student is expected to return the next morning (no earlier than 5:00 am on any service)
- Students must be scheduled for in-house on-call activities no more frequently than every third night.

III. Night Float Rotation:

- Night float rotation is considered shift work and not an in-house call.
- Night float rotation should not exceed 5 nights in a row; at a minimum, there are 8 hours off between shifts.

PROCEDURE:

- Clerkship Directors disseminate the work hours policy to clerkship faculty and house staff at Mount Sinai and affiliates.
- Residents, Faculty and non-educators receive the policy in advance
- The Office of Curriculum Support disseminates the work hours policy to Clerkship Directors and Site Directors on an annual basis.
- The policy is also presented to students prior to the start of Year 3 in InFocus Week 5 and during each clerkship's Orientation.
- Anonymous clerkship evaluations allow students to share their experiences related to work hours and to report any violations.
- These course evaluation data are reviewed quarterly by the Curriculum and Policy Subcommittee, and Clinical Curriculum Subcommittee
- Yearly reports on student work hours is made to the Executive Oversight Committee.